

PROCESS FOR BECOMING A COMMUNITY COACH (SCHOOL YEAR 2018-2019)

PROSPECTIVE COACH INFORMATION

IMPORTANT REMINDERS

1. The GHSA requires that all community coaches attend the “PREPARE/ First Aid” and the “Principles for Coaching” classes and complete the exams within 90 days of their class date. Prospective coaches are not allowed to coach until after both classes are attended and both exams have been successfully completed.
2. **DO NOT CALL THE GHSA OFFICE REQUESTING FORMS, SCHEDULE CHANGES, GHSA PASSES, ETC.** The GHSA office respectfully requests that all communications be between the school and the GHSA office. Please go to your school Athletic Director with any questions.

- All community coaches are required to meet all policies and regulations in accordance with the GHSA Constitution and By-Laws. The GHSA strongly recommends all community coach prospects be 21 years of age or older.
- Upon agreement with the school Principal, a registration form is to be filed on your behalf on the new online registration program. Proper payment of fees (a school check or money order) must be mailed immediately. A background check is required and **MUST** be completed **before** the application is submitted online to the GHSA office. This background check is the school’s responsibility and must adhere to their policies.
- After the registration application is processed online, your school Athletic Director will be able to see you are registered for the course online at the registration site. You are not permitted to enter the class without your name being on the class roster. The program consists of a “PREPARE/First Aid” course (4-hour class) and a “Principles for Coaching” course (8-hour class).
- You can find the “Directions to Classes” and “Process for Becoming a Community Coach” information on the GHSA website – www.ghsa.net.
- All GHSA CEP registration forms must be complete and submitted online to the GHSA office before the close of business on the deadline date. **Exceptions or extensions will not be granted. Please do not ask!**
- Shifts in dates and/or sites are **not** permitted and will **not** be made by the GHSA office. The only modification available is to re-schedule you into the next series of course offerings. This must be done with the approval of the school Principal and submitted to the GHSA, in writing, by the school Principal or Athletic Director. **Please do not call the GHSA office requesting a change in your schedule. This MUST BE DONE through the school.**

- Community coaches must arrive on time for their scheduled classes. If you arrive 15 or more minutes late for your scheduled class you will not be allowed into the class. You will have to reschedule to take a class in the next class offering. The reschedule request must come, in writing, from your school Athletic Director or school Principal.
- Class attendance and a passing grade of 80% or more is required on the two (2) exams **BEFORE a community coach is allowed to assume any coaching duties.** A school allowing a community coach to coach before this time is subject to a fine and other penalties.
- For completing the “Principles for Coaching” online exam, follow the instructions given to you at the class. If a prospective coach does not pass the examination, he/she and the school will receive notification. After the GHSA office receives the re-testing fee of \$25 (school system check or money order ONLY) the re-take exam can be taken online. At that time, an email notification will be sent to the community coach indicating access to the online exam. The prospective coach is required to retake the exam until a passing grade is achieved.
- Follow the directions you will receive in class from NCSS to complete 8 Modules of the PREPARE/First Aid online exam. Community coaches who have successfully completed the “NCSS PREPARE/First Aid” exam online will automatically receive a certificate of completion. You should provide your school a copy of this certificate for their files. **Your original certificate should be kept for future reference in the event you change schools or sports activities.**
- Community coaches who fully complete the GHSA “Principles for Coaching” can print their certificate after successfully completing the exam. You should provide your school a copy of this certificate for their files. **Your original certificate should be kept for future reference in the event you change schools or sports activities.**
- You should have ample time to attend your course classes and complete both exams before you are needed to coach. Please remember the 90-day time limit. If you do not attend both of your scheduled classes or complete both exams within 90 days, then you will be disqualified from coaching and will have to re-register and pay the course fees to complete your certification.
- **HIGH SCHOOLS ONLY:** After you have become certified to coach, the school Athletic Director or Principal is responsible for updating the online school staff roster and adding your name as a community coach for the school. In order to receive your pass, be sure your school submits this information to the GHSA office. **DO NOT** call the GHSA office regarding your pass. **As always with any questions, please check with your school Athletic Director.**
- All community coaches MUST complete a regular GHSA Rules Clinic in the sport(s) they coach as required of others on the staff, or the school will be fined. At the time of course completion, if a rules clinic for the sport he/she coaches is available then he/she must complete the clinic to avoid a fine. If a rules clinic for the sport he/she coaches is not available, then he/she will not be fined.

Prospective coaches may still be able to review the clinic though and it would be to their benefit to do so.

- Special attention must be paid to rules dealing with out of season coaching and illegal practices.
- A community coach may not assume coaching duties until fully certified.
- Community coaches may not coach out of season with any community team that has one or more students from the GHSA member school at which that person coaches on that team.
- Community coaches may not coach an out-of-school team during the school term. They are allowed to coach out-of-school teams during the summer months **ONLY** when school is not in session.
- No person who has coached a non-GHSA team in a sport or activity within the previous twelve (12) months may be hired or utilized by a GHSA member school in that same sport or activity IF any of that GHSA school's players participated on the non-GHSA team that person coached.
- Community coaches may coach for only one board of education annually, regardless of whether or not they are paid for their services
- Community coaches may not coach the same sport at more than one school even if there are multiple schools in the system.
- Please **do not** contact the GHSA about a GHSA pass. Speak to your school Athletic Director about this.

PLEASE NOTE THAT NCSS IS RESPONSIBLE FOR THE TESTING AND GRADING OF THE "PREPARE/FIRST AID" PORTION OF THE PROGRAM AND GHSA IS RESPONSIBLE FOR THE "PRINCIPLES FOR COACHING" PORTION OF THE PROGRAM.